TM200U - SCEIS Time Administration Online Course Script

TM200U Index

Welcome to TM200U, SCEIS Time Administration Online Course. It is a good practice to retrieve the presentation's notes pages from the SCEIS uPerform website to make your own notes as needed for future reference.

The lessons within the TM200U course include Time Administration Overview, SCEIS Time and Leave Entry, Substitutions, and Time Reports.

Lesson 1 - Time Administration Overview

Lesson 1, Time Administration Overview

Lesson 1 - Key Concepts

SCEIS System Integration

Because SCEIS is an integrated system, many of the fields that drive rules for the Time module are created and processed in other modules.

For example:
In the OM module, the position master data that impacts time are:

- Employee group: classified, unclassified, temporary, non-regulatory, etc.
- Employee subgroup: Full Time, Part Time, Exempt, Non-exempt, with or without leave or benefits, non-regulatory, etc.
- Time Indicators: Eligibility for shift differential, on-call, geographic pay, etc.

- Working hours and Internal data: Full Time, Part Time, number of hours per week, number of hours per day, etc.
- Cost Distribution: The fund, functional area, grant, etc. that will be associated with the employee's pay

In the PA module, in addition to the data inherited from the position, the personnel master data is created including:

- Planned Working Time (Infotype seven): includes work schedule rules, time management status, and the employee's FLSA work week
- Substitutions (Infotype 2003): maintained when applicable

In the Time module, time data is created when an employee's time and leave is entered, updated, and corrected.

All of this information is collected and transferred to the Payroll module. Once this information processes successfully through the Payroll module, the employee is paid and funding data is posted to the Finance module.

This integration is important to remember as you maintain Time data in SCEIS because changes in one module in the system may ultimately affect an employee's time and leave information as well as pay.

How Time and Leave are Entered and Approved - Method 1

The next few slides will illustrate different ways that time and leave are entered and approved in SCEIS. In some agencies, as shown here, the primary way time and leave are to be entered in SCEIS is via MySCEmployee.

The employee is expected to enter time and leave via Employee Self Service (ESS).

The time and leave entered by the employee automatically routes to the employee’s manager in Manager Self Service (MSS) for approval.

If the manager is going to be absent and unable to approve employees’ time and leave, he or she can designate a substitute manager who can perform these duties in MSS on behalf of the absent manager.

In these agencies, the Time Administrator can make corrections or entries as needed in the back end of the system. For example, if a manager has already approved time or leave before an error is discovered, the Time Administrator must make the correction directly in SCEIS. Any entries made by the Time Administrator are automatically approved when saved. Time Administrator entries do not route to the employee or the employee’s manager for approval.

How Time and Leave are Entered and Approved - Method 2

In some agencies, time and leave are entered in SCEIS by the Time Administrator directly on the time sheet. In these agencies, the Time Administrator is keying the data based on an agency approved method (such as an approved time sheet, or email, etc.).

As indicated previously, the Time Administrator’s entries are automatically approved in SCEIS when saved.

How Time and Leave are Entered and Approved - Method 3

Lastly, there are a few agencies in which time and leave are entered in a system that is not MySCEmployee or SCEIS. In these agencies, time and leave are entered in the external time clock system and then interfaced on a regular basis to SCEIS.

The Time Administrator in these agencies can still make entries or corrections as needed in the time sheet and those entries are automatically approved.

<u>Lesson 1 - Key Terms</u>

Key Terms

Now we will review some key terms that you need to be familiar with as we move through this course.

Attendance/Absence Hours, abbreviated A/A in SCEIS, include employees' time at work or away from work. All employee time must be accounted for either as an "attendance" or an "absence". The absence hours may be paid or unpaid.

CATS, which is an acronym for Cross Application Time sheet, is the electronic time sheet in SCEIS. The transaction CAT2 allows a Time Administrator access to the time sheet in order to make entries and corrections.

EE is the abbreviation for Employee.

Public Holidays are our State holidays. There is one holiday calendar for all employees in all agencies (issued by the Human Resources Division–HRD). If an employee takes the holiday time off as scheduled, no entry is made in SCEIS (the system knows the employee should not be at work but should be paid the holiday pay). However, if the employee does work on the holiday, the work hours should be entered. The system will then move those hours worked on the holiday to holiday comp.

Quota Overview is a summary of the employee’s quota balances. These quota balances are tracked in the system using an employee’s leave accruals and taking into account any paid or unpaid absences taken.

Premium Wages are types of pay received by an employee in addition to their regular salary. Using different data elements in SCEIS, an agency can apply these wages to an employee’s pay at their discretion.

Planned Working Time includes the employee’s Work Schedule Rule (abbreviated “WSR”) among other time variables, and is an important concept in the SCEIS system. These concepts are discussed in detail in subsequent slides.

The Work Schedule Rule allows employees to enter working time during the work week or to enter leave taken. An employee can enter work time on a scheduled day off, but cannot enter leave on a scheduled day off. SCEIS also uses the Work Schedule Rule to determine the target hours for each work day and the employee’s monthly leave accrual date. The work schedule rule should only be changed when the employee is moving from one schedule to another on a <u>permanent</u> basis. The change should be effective on the first day of a pay period.

MySCEmployee, also referred to as the portal, allows employees to view and maintain selective data about themselves in the self-service module in the system. In some agencies, employees enter time and leave in MySCEmployee via Employee Self Service (ESS).

Manager Self Service (MSS) within MySCEmployee allows managers to view and maintain selective data associated with their employees in MySCEmployee. When applicable, managers approve employees’ time and leave entered in ESS.

Shift Substitutions should only be used if an employee needs to work a different shift from their planned work schedule on a particular day or for a short period of time. Additionally, if an employee is on a Work Schedule Rule that does not identify the off days because they fluctuate, but in no certain pattern, the Time Administrator will need to create a shift substitution for the assigned off days each work period. If substitutions are not correctly maintained in these situations, an employee's monthly leave accruals and pay could be adversely affected.

Time Evaluation is a nightly process that runs for all employees which manages all relevant time data. This process must run before certain changes to an employee's record can be recognized. It also updates certain reports for Time Management based on these changes.

Quotas, or leave balances, reflect an employee's leave, including but not limited to annual, sick leave, compensatory time and Holiday compensatory time. Quota balances reflect the available balances as of the last time the program for Time Evaluation was executed. Time Administrators can view Quotas but cannot make changes.

When an employee works half of the scheduled working hours in the month, accruals are earned. If the employee is on leave without pay, the accrual date can be delayed. SCEIS also systematically manages deductions to leave quotas. There are a few special circumstances that require manual adjustments by a Leave Administrator to an employee's quota balances. Those circumstances are discussed in detail in the TM300U course.

Quotas

SCEIS automatically manages an employee's accruals of various quotas, including ...sick and annual leave as well as Compensatory and Holiday

Compensatory time. There are some instances in which Compensatory and Holiday Compensatory time need to be manually adjusted.

Those situations are discussed in detail in the TM300U course.

Employees can review quota balances via MySCEmployee or can request balances from their Time Administrator or HR Leave Administrator.

Time Administrators need to be aware of some rules and regulations regarding leave balances as they review and maintain information in SCEIS:

- No more than 180 sick leave days may be carried over from one calendar year to the next. Up to 90 days of sick leave can be credited towards retirement.

- No more than 45 annual leave days may be carried over from one calendar year to the next.

- Compensatory time has no expiration date. However, most employees have a 240 hour maximum limit for their Comp time balance. Once they reach 240 hours, they will begin receiving pay for any overtime until they use some Comp time to bring their balance under 240 hours.

- Law enforcement and Firefighters have a 480 hour maximum limit for their Comp time balance. The system will treat their pay in the same manner as other employees once they reach their 480 hour limit. Comp time must be paid out for non-exempt employees upon separation or movement to another agency, or if changing from a temporary grant position to an FTE position or vice versa. Exempt employees will forfeit any comp time in those situations.

- Holiday compensatory time must be taken within 90 days of the holiday date, but it can be extended up to another 90 days. If the holiday compensatory time is not taken within the 90 days and the time allotment has not been extended, the non-exempt employee will be paid for it; the exempt employee will lose the holiday compensatory time. NOTE: Employees at academic agencies have a one year timeframe in which to use their holiday compensatory time.

Key Terms

The SCEIS system is configured to follow guidelines set forth by the South Carolina Human Resources Division as well as the Fair Labor Standards Act, or FLSA.

The Fair Labor Standards Act is a federal law that establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in federal, state, and local governments.

Another law that deals with employee time management is the Family Medical Leave Act, or FMLA.

FMLA is a federal regulation that allows eligible employees to take up to 12 work weeks of paid or unpaid leave during any 12 month period for specified reasons such as serious health conditions, child birth, adoption, military family leave, etc. Time Administrators need to be familiar with this program when maintaining information in SCEIS.

If an employee takes an FMLA absence, there are several steps in the process.

- The FMLA Event Maintainer should enter a qualifying FMLA event in the FMLA workbench.

- The FMLA absences must be recorded.

- The FMLA absences must then be associated with the event.

If the FMLA absences are continuous, Personnel Administration should enter a Leave of Absence on the employee's record. In this instance, the absence can be recorded on infotype 2001-Absences, which also must be associated with the event.

Details regarding FMLA are covered in TM300U course.

Lesson 1 - Infotypes

Time Infotypes

In addition to the Planned Working Time infotype (infotype seven) previously discussed, there are several other infotypes that impact time.

Because SCEIS is an integrated system Time uses the following Personnel Administration Infotypes:

- **Infotype one** - Organizational Assignment, comprises the enterprise structure, personnel structure and organizational information.

- **Infotype two** - Personal Data, contains the employee's name, social security number, marital status, and gender.

- **Infotype three** - Payroll Status, indicates the last time that Time Evaluation ran on the employee.

- **Infotype four sixteen** - Time Quota Compensation, allows a financial remuneration of absence entitlements that have not been used by the employee so that pay out and forfeit of leave can be made when an employee separates from employment or transfers to another position or agency. This is done by human resources using the Personnel Administration module.

- **Infotype six thirteen** - Leave Donation, is the infotype in which leave donations are stored, and is used to record every transaction of absence donation and withdrawal by an employee to a leave pool.

- **Infotype twenty-twelve** - Time Transfer Specifications, is used to set a flag for an individual to determine whether or not the employee is eligible for paid overtime or should be granted comp time in lieu of paid overtime. It is also used for additional information such as how to manage the gap hours for law enforcement, etc. Time Transfer Specifications allows changes to be made to the time balances that have been calculated in Time Evaluation. This means that in exceptional cases the results of Time Evaluation can be changed when these flags are adjusted.

- **Infotype five five four** – Hourly Rate per Assignment is used to set up dual and multiple employment so that dual and multiple employment working time can be entered.

- **Infotype 2001** – Absences, shows the hours the employee is not working. Employees' absences such as annual leave, holiday comp time, sick leave and compensatory time are included. Absence hours from CATS automatically populate 2001; however if human resources enters absences directly on 2001 (for example, for long term leave of absences), those hours do not populate CATS.

- **Infotype 2002** – Attendances, automatically populates based on working times entered on CATS.

- **Infotype 2003** – Substitutions, is used to record temporary deviations to an employee's work schedule.

- **Infotype 2006** - Absence Quotas, is not manually adjusted as a general rule. This infotype houses time accounts that represent employees' absence entitlements or time credits. The time accounts contain a particular number of days or hours during which employees are permitted to be off work. This infotype will be used by the system, for example, to manage employees' annual leave, sick leave, holiday leave, time in lieu accounts, hours of overtime for which employees are permitted to claim compensatory time off, and others. There are specific and infrequent situations in which this infotype is manually adjusted. SCEIS uPerform documents will instruct you to manually maintain this infotype only when appropriate.

- **Infotype twenty thirteen** - Quota Corrections, allows manual changes to absence entitlements. These changes are generated when Time Evaluation runs overnight.

Infotypes

Because SCEIS is an integrated system, data entered on a screen in one module like Organizational Management (OM) or Personnel Administration (PA) may impact an employee's time or pay. For example, position and organizational data is entered in OM. When the employee data is entered in PA, the employee is associated to OM and thus inherits the position and organizational data as well.

All of the data comprises an employee's master data record.

Each infotype is assigned a number. Security access to personnel master data is granted to an individual based on transaction code *and* infotype.

An employee's working times are maintained within the Planned Working Time infotype in the personnel master record.

Planned Working Time Infotype

The Planned Working Time Infotype holds the:

- Work Schedule Rule,
- Time Management Status, and
- FLSA Work Week.

Even though Planned Working Time is usually created and maintained by the HR Master Data Maintainer, it is important to understand how the infotype drives time variables. Planned Working Time is also referred to as the employee's work schedule.

Planned Working Time

The Planned Working Time infotype:

- Defines the expected daily, monthly and annual work hours;
- Defines the number of expected work hours used to determine when an employee will accrue leave;
- Defines the date and the rate at which the employee will accrue leave;
- Ties to the Holiday Calendar;
- Is only changed on the first day of a pay period (the 2^{nd} or the 17^{th});
- And is mandatory for all employees.

  Note: If changes to the employee's work schedule are required within the defined pay period, use the Substitution feature until the beginning of a new pay period.

Lesson 1 - Work Schedules

Work Schedule Rule

The Work Schedule Rule defines the standard work days and hours as well as the employee's leave accrual rate.

Each employee is assigned a Work Schedule Rule that best represents his or her work pattern.

The Work Schedule Rule combines an assigned holiday calendar with a repeatable pattern of work representing an employee’s scheduled work days and scheduled non-work days. The Work Schedule Rule can represent work patterns repeated over single or multiple weeks and may include day, evening, and night shift designations. In some agencies, certain shifts trigger premium payments at rates designated by the employee’s position in OM.

The Work Schedule Rule does not limit the number of worked hours an employee may record on any given day, but it limits the amount of leave that can be recorded based on scheduled work hours.

The only options that display when the drop down list is used are those applicable to the agency.

Temp 24/7D and 24/7N schedules are only to be used for "Temporary Employees" (those paid by the hour), whose schedules have no set pattern. The Missing Time Report only shows employees who are "Salaried Non-exempt” for most agencies. However, the temps would show up on the "no time recorded" report and it is appropriate to enter substitutions for them if necessary. The Missing Time Report is discussed in more detail later in this course.

Time Management Status

The Time Management status field drives the Time Evaluation process. The field indicates whether Time Evaluation should be run for the employee and how it is processed. This greatly impacts employee timekeeping.

For example, when using the status of 1, the system will evaluate actual recorded times. It would be appropriate to use this status for salaried staff who are considered “non-exempt” under the provisions of FLSA. It is important to note that employees with the status of 1 will be required to record all time worked as well as leave taken in the system. If an exempt employee is accidentally given a status of 1; Time Evaluation will stop running for the employee and could affect the employee’s leave accruals. Therefore, it is extremely important that the correct status is selected for each employee.

Similarly, if a temporary hourly employee does not have a status of 2, Time Evaluation will stop running for the employee and could result in the employee not being paid. The report PT underscore ERL zero zero (discussed in a subsequent lesson) should be run at least once a pay period to verify that Time Evaluation is running properly for employees.

SCEIS Time Management statuses are as follows:
zero – No Time Evaluation, is used for constitutional officers – elected officials, judges, etc., as well as terminated employees;
1 – Time Evaluation of actual times is used for salaried non-exempt employees;
2 – Time Evaluation for Temp Employee is used for temporary hourly employees only; and
9 – Time Evaluation of planned times is used for salaried exempt employees.

Work Period/Work Week

The work week further defines how the employee’s planned working time is handled in the system, and represents the work week or work period for determining the threshold for overtime compensation or comp time for non-exempt employees.

If an incorrect work week is selected for an employee, he or she may not receive overtime compensation (or comp time, when applicable) that the employee is entitled to.

The information in the *Working time* section is defaulted from the Work Schedule Rule and must not be manually updated on the Planned Working Time infotype.

Daily Work Schedules

The daily work schedule assigned to an employee determines whether the employee has to work on that day.

Days that are assigned a daily work schedule with zero planned working hours are classified as days off.

Days that have zero planned working hours that may be considered compensable days, like State holidays, are classified in the system using a special day type (designated “HC”) to identify it as a paid holiday.

Display Work Schedule

The work schedule calendar shown here can be accessed by clicking on the “Work Schedule Rule” button.

It shows the specific daily work schedules for the employee’s work schedule rule.

Take note that if there is a “1” in the HC column field, that day is a holiday. In this example, the holiday falls on Wednesday, January 1st. If working hours for an exempt or non-exempt employee are recorded and approved on that day, he or she will be given Holiday Compensatory Time once Time Evaluation runs to pick up the approved time.

On the work schedule calendar, double click a specific day to drill into the details for that day as shown here.

Lesson 1 - User Roles

Time Administrator Role

Now we will discuss different roles for Time Management. These roles are designated to certain employees by their agency.

The Time Administrator role is responsible for entering pre-approved attendances and absences for employees without access to Employee Self Service (ESS) to enter time, or those employees whose time is not interfaced from an external system.

Also, this role is responsible for Time Evaluation results and supporting the management of work schedules, substitutions and premium wages.

This role also has the ability to review and make corrections on time sheets that have already been approved through MSS.

The Time Administrator can also provide leave statements to employees without ESS access.

The Time Administrator cannot approve time entered via ESS and their security access to information in the Human Resources system can be restricted by individual organizational units within the agency. Remember that when time is entered via the Time Administrator role, the time is automatically approved. The Time Administrator should ensure that the approval is captured on a paper time sheet or other documentation that has been specified by the agency. The agency should have specific procedures regarding preapproval of time when applicable.

Note: Users of this role cannot maintain his or her own information using the transactions associated with this role. This role is associated with SCEIS, not ESS. The Time Administrator's time is entered using the applicable agency process (ESS or an external system). If neither apply, the back-up Time Administrator must enter the Time Administrator's time and vice versa.

Time Approver Role

Only agencies using ESS need to have users mapped to the Time Approver role. This is because attendances and absences entered via the Time Administrator role are automatically approved.

The Time Approver role acts only as an emergency back up to approve attendance and absences completed in Employee Self-Service (ESS) when the manager is absent and did not appoint a substitute to act on his or her behalf.

Note: Users of this role cannot approve his or her own information using the transactions associated with this role in SCEIS. The Time Approver's manager should approve time in MSS. However, when applicable, a back-up Time Approver would approve the Time Approver's time and vice versa.

Display Time/Leave Role

The Display Time/Leave role has the ability to display time entered leave and other absence information and work schedules for employees but cannot enter data or make changes.

Lesson 1 - Time Evaluation

Time Entry to Payroll Process

Seen here is a diagram that illustrates the flow of information through different modules in the system – ultimately leading to employees being paid. Time Management provides the means to plan, record and evaluate employees' attendance and absence times. This activity captures and edits employee time entries, documents leaves of absence, and prepares entries for the State's payroll and retirement systems based on employees' work schedules, time worked, time off, and supporting collections, approvals and distributions of time data.

Leave management includes the leave request process and the management of leave balances. When time and leave are entered in ESS, supervisory approvals are an integral part of the process. Supervisors have real-time access to their subordinates' time and leave records.

The Time Management processes are closely integrated with payroll and include the automated management of overtime, which is calculated according to the Federal Fair Labor Standards Act and the State of South Carolina's overtime policies. SCEIS automates the accrual of annual leave and sick leave quotas based on state-regulated accrual rules.

The system supports the application of numerous business rules associated with the details of time-data processing, including advance leave, adverse weather, shift differentials, holiday pay, overtime definition and overtime payouts.

Time Evaluation

Once time is approved and transferred, it must go through the Time Evaluation process. Time Evaluation in the SCEIS system evaluates employees' time data overnight. It compares employees' times to legal and regulatory requirements. The system manages time accounts, determines approved overtime, accrues absence entitlements, and forms wage types and bonus wage types. It generates messages to document special situations that occur during the evaluation.

Time Evaluation runs automatically on a nightly basis. Therefore, time administrators will be able to follow up on any messages from the system on a daily basis. They may follow up with supervisors regarding any missed time postings on behalf of any employee.

The results of Time Evaluation form the basis for the gross payroll and are used to develop statistics as well as to provide management with the capabilities to monitor and analyze data.

NOTE: Any changes to an employee's time will not take effect until the Time Evaluation process has been run.

Lesson 1 - Summary

Lesson 1 Learning Summary

We have completed Lesson 1.

You should now be able to:

- Describe key terms and concepts;
- Define the importance of planned working times and work schedule rules;
- Display a planned working time;
- Identify the records associated with time;
- Describe Timekeeping roles and responsibilities;
- And describe the Time Evaluation process.

Lesson 2 SCEIS Time & Leave Entry

Lesson 2: SCEIS Time and Leave Entry

Lesson 2 - Key Terms and Navigation Buttons

Key Terms

We are going to begin lesson two by going over some key terms and navigation buttons that are specific to the Time Management module.

The Data Entry Profile is the Profile used to control fields available for use during time entry in transaction CAT2.

Attendance/Absence Type (A/A Type) is the four digit code used during time entry to indicate the type of work or leave taken.

Charge Objects are data elements used when entering time and leave that allow agencies to track hours against projects, funds, grants and programs.

A Variant is a set of saved selection criteria used during data entry or reports.

The Work Breakdown Structure (WBS) describes tasks that represent the hierarchical organization of a project. This is not used by all agencies.

Time Management Navigation Buttons

Time Management Navigation buttons found above the time sheet within transaction CAT2 include:

Enter Times (the pencil button) is used to access the time entry screen from the initial screen in CAT2.

Select and Deselect All Persons is also used when maintaining time data for a group of employees all at once.

Personnel Selection is used to select multiple employees in order to enter time for a group of employees without having to back out of the time sheet once entry is completed for each employee.

The Sort function (ascending and descending) sorts by <u>first</u> name, not last name. This is also to be used when entering time for multiple employees at once.

The Settings button is used to view time sheet settings on the initial screen in CAT2 – most Time Administrators use the default settings provided in SCEIS instead of choosing certain settings each time they open the time sheet.

The Execute button functions as a copy button when entering time for multiple employees at once in CAT2.

Totals Row On/Off and Target Hours On/Off are used to toggle total views and target hour views on and off in the time sheet.

Weekdays On/Off is used to turn the day of the week on and off in the time sheet.

Detailed Time Data is used to drill down into the details on a selected row of the time sheet.

Long Text allows the Time Administrator to add a note to an entry if necessary. Place the cursor in the field for the hours you would like to make a note on, then click this button. A different screen will appear for the Time Administrator to type notes; once the note is complete, click the green arrow back button and then save the time sheet. If a note exists for an entry, those hours will appear in red in the time sheet.

The Check Entries button will perform a validation check on entries prior to saving the information. If you receive any errors when using this button, you will be able to correct those errors before actually saving the time sheet.

Most of the following buttons in the time sheet are not commonly used. As you advance your time entry skills, these buttons may be beneficial to your data entry process.

The Legend button is used to view a legend for a selected line in the time sheet.

The Target Hours button will apply the scheduled working hours to a line for an Attendance or Absence type based on the employee's work schedule rule and any substitutions that have been applied to the record. This button must be used with caution. Using this Target Hours button will over-write any entries already in the time sheet with the employee's scheduled hours from the Planned Working Time, infotype seven, and any Substitutions that exist in infotype 2003. It is important not to use this button if time is entered via ESS or via an interface.

The Reset Entries button will reset your entries in the time sheet so that you may start over with a blank time sheet if necessary.

The Insert Row button will add a new line for data entry, while the Delete Line button will erase the information in an entire line at once for purposes of corrections. These two buttons <u>are</u> commonly used for

multiple employee time entry and corrections, so Time Administrators will want to be familiar with these functions.
The Copy Row button is used to copy a selected row in the time sheet.

The Split Row button will allow the user to split a selected row for data entry.

The Save As Template button is used to save certain data that has already been entered. This would be a good function to utilize if the Time Administrator is frequently entering the same attendance and absence types for employees. Remember to check the attendance and absence types carefully after each entry if using a template.

The Delete Template button will clear the time sheet of the information previously saved as a template. If using the Save As Template button, it is important to understand the function of the Delete Template button.

The Previous Screen and Next Screen buttons are highly utilized during time entry. These are the buttons you will use to scroll backwards and forwards from week to week when entering data and making corrections. The buttons will allow scrolling for up to six weeks before and after the Key Date that was entered on the initial screen of CAT2. If a message appears that you cannot scroll any further, you will need to save your entries and use a different Key Date on the initial CAT2 screen to get to a different week in the time sheet.

The Save button will check and save your entries in the time sheet. Warning and/or error messages may appear before the entries are saved. If a warning is displayed, the Time Administrator will see a specific message with a yellow triangle to the left of the message. The Time Administrator should review the message and, if there is nothing that needs correcting, click the Enter button (or the green checkmark button on the screen) to continue saving the information. If an error is displayed, there will be a red circle with an “X” to the left of the message. The Time Administrator should review the message, click the green checkmark button in the box, and go to the date or dates in the message and make the necessary corrections before the information can be saved successfully.

Lesson 2 - Time Entry, Corrections & Approval

Data Entry Profiles

The following data entry profiles are used when entering time and leave in the CAT2 transaction:

ADMIN, Data Entry/Correction w Charge Objects is used to enter time for an employee who has charge objects (cost centers, wbs elements, grants, etc.) associated with his or her pay.

ADMIN2, ADMIN Data Entry/Correction w/o Charge Objects is used to enter time or leave for an employee without charge objects.

TIMEADMIN, ADMIN Data Entry for List of Employees is used to enter time and/or leave for a group of employees using a Variant.

Caution! The data entry profile field always defaults to ESS. The transaction will not allow the user to back out of the transaction with the green arrow back button or get into the time sheet if this Data Entry Profile is in the field. The correct Data Entry Profile must be selected each time the *Time Sheet: Initial Screen* is exited.

Personnel Number

Press Enter after selecting the Data Entry Profile and keying in the Personnel number.

The Key date field will then display and you can select the date for which you are entering time. Pay close attention to the Personnel number field as you move in and out of the time sheet. The transaction may default the Personnel number field to the last employee that you were processing in SCEIS, so it is important to make sure you have the correct personnel number in this field before clicking the pencil button to enter data.

Time Management Navigation

The Time Sheet: Data Entry View screen (referred to as CATS or CAT2) displays all of the days for the week, starting on Monday.

So, for example, if you chose March 13, 2014 – which is a Thursday – as the Key date, the dates of March 10, 2014 through March 16, 2014 would appear on this screen.

You will always have to scroll to the right in the time sheet in order to get to Saturday and Sunday.

It is important to remember that the total hours shown for the week are for the Monday through Sunday dates, no matter what the employee’s true work week is in the system.

The fields that appear on the screen are determined by the profile selected.

As illustrated here, the ADMIN2 profile does not include the fields for charge objects while the ADMIN profile does include them.

The Attendance/Absence Codes used in the time sheet can be chosen from a drop down list in the A/A column of the time sheet or typed directly in the field if you know the code you want to enter.

Attendance/Absence Codes (AA)

The list of Attendance/Absence Codes appears in alphabetical order in ESS but have been arranged in SCEIS by frequency of use (hence the A1, A2, etc. designations).

There are 13 attendance codes …and 40 absence codes available. Each code must be entered on its own separate line in the time sheet as well as in ESS.

Z codes are furlough codes.

Using the Voluntary furlough code will dock pay for that pay period. Voluntary furlough cannot be spread across pay periods.

Using the Mandatory furlough code is for tracking purposes only and does not dock pay. Mandatory furlough can be spread across pay periods.

If hours are entered but the A/A field is left blank, SCEIS automatically assumes code 1000 (working hours). So it is important to enter the proper code for each line during data entry.

Entering Attendance Time

There are two techniques for entering attendance/absence time:

- Entering the specific times the employee worked or took leave in military hours;

- And entering only the lump sum number of hours the employee worked or took leave.

It is up to each agency to determine which technique is used.

Leave can be entered using number of hours if the entire day was taken; otherwise military time is the best option. If the employee works part of the day and takes leave part of the day, a best practice is to enter the specific times with the correct attendance and absence codes. This technique ensures that an accurate record for the specific part of the day the employee was at work is documented for FLSA purposes.

Entering A/A - Specific Hours (Military)

When entering specific time the employee worked, use military time and true minutes.

Hours must be entered on two lines: one line for hours before break (lunch, etc.); and a second line for hours after the break – as shown here.

Remember to use separate lines for each attendance and absence type.

It is possible to have several lines for one day depending on how much an employee left and returned to work and how many attendance and absence types are needed for one day.

SCEIS calculates the total number of hours based on the specific times entered in the time sheet.

- If entering time for noon, you can enter it as 12, one two zero zero, or twelve colon zero zero.

- Hours after noon can be entered the same way (for example, for 2 PM, you can enter 14, one four zero zero, or fourteen colon zero zero.)

- Minutes are true minutes (for example, thirty equals half an hour, fifteen equals fifteen minutes). So to enter the time of 5:30 p.m., enter seventeen thirty.
- If military time is not used, the employee will appear to have worked a different shift (for example, five thirty equals five thirty a.m., not five thirty p.m.). This can impact Payroll – especially if premium pay is involved.

Attendance/Leave - Military Time

Shown here is an example of time entry using military time.

Once the attendance code is entered in the A/A field (using a separate line for before break hours and after break hours)...military time is entered in the appropriate “from” and “to” fields on the applicable date.

As previously indicated, leave can be entered using the number of hours.

If leave was for a partial day, it is a best practice to enter the actual time the employee was at work and the actual hours the employee was on leave.

Each attendance and absence code must have a separate line and the system will calculate total hours based on your entries.

Also, remember to enter any charge object information if applicable.

Entering A/A Hours - Total Hours

If entering the lump sum number of hours only for each attendance and absence type:

- Use true hours and the decimal equivalent for minutes instead of true minutes (for example, seven point five, or seven point five zero, for seven and a half; eight, or eight point zero, for eight hours; three point seven five for three hours and forty-five minutes).

- This technique is recommended for entering any premium pay working time for evening, night, and weekend shift employees.

- Use the field under the day of week for this type of data entry (not the “From” and “To” fields).

Attendance/Leave - Total Hours

Here is an example of what a time sheet may look like when entering lump sum hours for an employee.

The Time Administrator will key in the attendance or absence code in the A/A field, then enter the hours in the day field (not the “From” and “To” fields).

Remember that each attendance and absence code must be entered on a separate line, and to enter charge objects information if applicable.

View Processing Status of Time

You can see the processing status for entries made by clicking the hour total in a particular day.

If total hours are entered, merely click on the entry; if military time is entered, click the total hours that automatically calculated based on the military time that was entered.

The popup window displays the status and the associated document number. The statuses are:

- 20 – released for approval (this is time that has been entered in ESS but not yet approved by the Manager in MSS).

- 30 – approved (this is time that was either entered in ESS and approved in MSS or by a Time Approver, interfaced directly into SCEIS from an external system, or entered directly into SCEIS by the Time Administrator).

- 40 – approval rejected (this time was entered in ESS but rejected by either the Manager in MSS or the Time Approver in the back end of the system).

When the document number field is selected, the system automatically displays infotype 2001- Absences, and infotype 2002 - Attendances to show the entries made for absences and working time.

Entries made on CATS automatically populate infotypes 2001 and 2002; however, entries made directly on infotype 2001 do not automatically populate CATS.

Time Entry Review

Some important points to review regarding time entry include:

- Your agency may have specific rules about which employee types (non-exempt, exempt, etc.) must have time and leave accounted for. The agency may have exceptions such as salaried employees who have multiple funding areas or salaried employees who are allowed comp time.

- If exempt employees are eligible for compensatory time, they must be flagged in Infotype twenty twelve by the HR Master Data Maintainer and time must be entered.

- Only working time can be keyed for temporary hourly employees. If their working time is not keyed (or approved, for those who enter their time via ESS) in a timely manner, pay can be adversely affected.

- SCEIS has the holiday schedule factored in the system based on the established State Holiday schedule. Therefore, if the employee observes the holiday and does not come into work, the employee does **not** have time entered on the holiday. Employees on a flexible work schedule may have to enter leave on a holiday in certain situations. These situations are discussed in detail in the TM300U course.

- If the employee works on the holiday, the work hours must be entered. The worked time on a holiday will go into the holiday comp category after Time Evaluation runs that night.

- You cannot enter more leave than an employee has accrued, nor can you enter leave on a scheduled day off. In addition, you cannot enter more leave hours taken than the employee is scheduled to work (for example, the employee's work schedule is 8 hours per day. You cannot enter more than 8 hours of leave per day, nor can you enter more than 8 hours of working time and leave combined per day).

- Time worked and leave cannot be entered on the same day for the same "From" and "To" time.

- It is SCEIS recommended best practice to enter attendance and absence time on a daily basis when possible.

Validate Time Entries

As discussed previously in this lesson, utilizing the Check Entries button in the time sheet will validate the time entries prior to saving the information.

Information regarding possible messages include:

- **Warnings** (which are yellow) – This is an information message that may be heeded or ignored depending upon the situation.

  For example:
  - Number of hours entered exceed planned working times.

- **Errors** (which are red) **–** The Time Administrator cannot proceed until the information is fixed.

  For example:
  - Leave time is entered on an employee's scheduled day off.

  - Leave with pay is entered for an employee who does not have enough leave with pay hours to cover the entry.

Once corrections have been made or the warning is bypassed, the Time Administrator can proceed with saving the data using the Save button on the screen.

Correcting Entries

Some important points to remember if corrections are being made to an employee's time sheet include:

- Approved changes are picked up the next time that Time Evaluation is run.

- ESS users can correct time until the time is approved in MSS by the manager/supervisor in the MySCEmployee portal.

- Once these entries are approved by the supervisor, a Time Administrator's intervention using the CAT2 transaction is required to make any necessary corrections to the record. If a correction is for a previous pay period, it will take effect in the current pay period.

When making corrections, the Time Administrator must delete the incorrect information, save the deletion, and go back into the time sheet to enter the correct information rather than merely over-writing with the new entry. You must delete the hours as well as the "From" and "To" times when applicable.

Lesson 2 - Time Entry for Multiple Employees

Time Entry for Multiple Employees

In order to make entries for multiple employees without going back to the initial screen for each employee, the Data Entry Profile TIMEADMIN must be used.

If the Time Administrator has a need for this Data Entry Profile, he or she may choose to create a Variant to include all applicable personnel numbers for time entry.

If the personnel numbers for time entry vary each time the Time Administrator needs to use this function, they may choose to enter the personnel numbers manually each time instead of using a Variant.

Creating a Variant

When creating a Variant, it is important to remember the following information:

You must use the TIMEADMIN profile to enter time for multiple employees and also to create and use Variants.

The use of Variants is optional; you can enter time for multiple employees without using Variants.

You can create different variants for each area you key time for (for example, Department, Shift, etc.)

To create the variant, you will enter the desired personnel numbers and click the Save button to get to the Variant Attributes pop up screen.

When the variant is created, the personnel number and name will display.

You will want to manage the size of the variant so that it is not too large to be meaningful.

Enter the variant abbreviation and a meaning for the abbreviation and protect the variant then Save.

It is helpful if the agency has a standard naming convention for variant names. The name should indicate what it contains so that others can see at a glance what it pertains to. For example: *P-one-twenty N T Shift* would indicate the night shift employees for personnel area P-one-twenty.

Variants are not interchangeable; each transaction must have its own unique variant. However a single transaction can have more than one variant.

Once a variant is created and saved, you will click the “Get Variant” button to select the group of employees for data entry.

Variants are not tied to any information on the Position or Personnel Administration sides of the system. Therefore, if an employee terminates or leaves or enters a unit or department, the Time Administrator will need to update variants manually as appropriate by adding or removing employees from the group.

Time Entry for Multiple Employees

Once a group of employees is chosen for time entry, all of their names and personnel numbers will appear in the time sheet.

Choose the employee you want to record time for by clicking their Personnel Number and choosing the Insert Row button.

You will then be able to enter the appropriate information in the time sheet.

This process will be repeated for each individual who needs time and leave recorded in the time sheet and for each line needed for those employees.

Once you have completed all of the necessary entries, the information can be saved.

Lesson 2 - Special Working Times & Wage Types

Special Working Times and Wage Types

Most special working times and wage types are recorded using specific attendance types in the time sheet in conjunction with information on the position and personnel administration side of the system.

These special wage types include DHEC Pay Per Visit...

Dual/Multiple employment...

Shift Differential/Charge Nurse...

On-Call...

And Call Back pay.

DHEC - Pay Per Visit

At this time, DHEC is the only agency that uses the Pay Per Visit functionality.

Wage type 1135 is used in the time sheet for entering this data.

An example of this type of entry is DHEC Home Health Care, where the amount paid is per visit and not by hour.

For this activity, the Time Administrator would be entering unique time records, such as for employees who are paid on a Wage Type “per unit” basis, along with recording their actual working times to ensure the employee is paid any applicable premium pay as defined by the Fair Labor Standards Act (FLSA).

Wage types are found in the **Wage Type** column of the CATS time sheet.

For the Wage Type line, the number of visits must be keyed onto the time sheet as a lump sum number in the day field.

Dual/Multiple Employment (hourly)

Dual and Multiple employment also have their own unique data entry processes.

A Time Administrator in the employee’s home (or primary) agency enters Dual Employment or Multiple Temporary hours on behalf of an employee; however, the employee continues to enter time worked in his or her primary position as usual.

Dual Employment hours are an Attendance/Absence type. The hours are entered for Dual Employment for an hourly rate. If the rate is lump sum, no hours need to be entered.

The first step in the process begins in Organizational Management where the position is created with specific criteria for dual or multiple temporary employment.

After the position is created, Personnel Administration must complete a Dual/Multiple Temporary Employment action to update the employee's record. As part of the action, infotype five five four-Hourly Rate per Assignment is created. This infotype instructs the system to apply the cost and pay for the hours worked (or lump sum when applicable) to the secondary position.

When the primary (or home) agency Time Administrator receives the hours worked on the secondary position, the Dual Employment A/A type is selected, and the secondary position number is also selected (in the Position column).

The position (or positions, if the employee has more than one dual employment) should appear in the drop down menu in the Position field if the Organizational Management and Personnel Administration processes were completed correctly.

When payroll is run in the employee's primary agency, the employee is paid both for hours worked (or lump sum when applicable) in the primary position and the dual or multiple temporary position with costs being allocated as appropriate based on the information in infotype five five four.

Use transaction code PA fifty one to review infotype five five four-Hourly Rate per Assignment. Be aware that the Hourly Rate per Assignment infotype can contain either an “hourly” rate or a “lump sum” amount.

Keep in mind that the infotype five five four-Hourly Rate per Assignment data is entered by Personnel Administration.

However, you may find it useful to review the infotype or understand where and how the secondary data was entered.

Shift Differential Examples

Now we will discuss how time entry works with regard to premium pay.

If an employee is to receive shift differential:

- The position must be flagged as eligible (using the infotype ‘Time Indicators’, sometimes referred to as infotype 9005),
- And hours must be entered indicating the shift was actually worked.

If the employee is assigned a specific shift and only works hours on that specific shift, no additional entries need to be made. The time is coded to 1000 and the system knows, based on the Planned Working Time and the position indicator to pay the shift differential.

However, if the employee works a shift and crosses into another shift, then the entries must include the code of 1000 for the total hours worked, and the appropriate shift differential code for only the hours worked on the eligible shift.

In this situation the position must also be flagged as eligible.

Please visit the SCEIS uPerform website to locate and review different scenarios regarding Shift Differential time recording.

Charge Nurse Examples

Employees assigned the responsibility of serving as Charge Nurse will enter their regular attendance hours (1000) via MySCEmployee, or a Time Administrator will enter these hours in CAT2 on their behalf.

In order to get proper pay for hours worked as the Charge Nurse:

- The employee must be flagged as charge nurse eligible in infotype twenty twelve using the CHRG, Charge Nurse Eligible, option.

- The Time Administrator must enter attendance type 1008 on a separate line in the time sheet in addition to the regular attendance hours.

Shown here are examples of how this time would be entered.

Please visit the SCEIS uPerform website to locate and review Charge Nurse time recording instructions.

On-Call Examples

If an employee is to receive on-call pay:

- The position must be flagged as on-call eligible including the eligible days and rates associated;

- And hours must be entered using the on-call attendance type (1002) either via MySCEmployee or a Time Administrator can enter the information directly in the time sheet.

Shown here are a couple of examples of how to properly record on-call hours.

Call Back Examples

If an employee is to receive call back pay:

- The employee must be flagged as call back eligible in infotype twenty twelve using the CALB, Call Back Eligible, option;

- And hours must be entered using the call back attendance type (1001) either via MySCEmployee or a Time Administrator can enter the information directly in the time sheet.

- An employee will receive a minimum of 2 hours call back pay for hours recorded that are less than 2 hours. If an employee works more than 2 hours call back, they will receive hour for hour pay for that attendance type.

Shown here are a couple of examples of how to properly record call back hours.

Lesson 2 - Time Entry with Charge Objects

Time Entry with Charge Objects

As previously indicated, SCEIS ECC pays from the Cost Center that is set up on an employee's position, specifically infotype ten eighteen-Cost Distribution. However, agencies have the option of using the Time

Management module to designate working hours against other costing objects.

The Time Administrator needs to use the ADMIN profile to enter the employee’s time if the employee is charging time to an alternate rather than “home” cost center (from position infotype ten eighteen-Cost Distribution).

The Time Management module can be used to track working hours for designated employees against certain FI costing objects to include:

Cost Center, Fund, Functional Area, Grants, etc.

The Time Management module also delivers standard reporting capabilities using the transaction report in SCEIS entitled CATS underscore D-A to view employee time records and costing information for selected periods.

This information can be used to support various record-keeping requirements including:

Time worked against grants and other sources of funds.

In ESS, if employees are charging time to the home cost center they do not need to enter in the charge objects.

If the employees need to charge to an alternate cost center then they must complete all of the appropriate fields (the codes for charge objects are determined by the Finance team).

Once they have entered the information in their time sheet they can save it as a template so that it automatically pulls up the information every time they log in to enter time.

Shown here are examples of what the Charge Object codes may look like in SCEIS.

Lesson 2 - Summary

Lesson 2 Summary

Now that we have completed Lesson 2, you should be able to:

- Navigate in Time Management through the transaction CAT2,
- Enter time,
- Review time,
- And correct time.

Lesson 3 Substitutions

Lesson 3 will discuss Shift Substitutions and their effects on an employee’s working time, leave, and pay in detail.

Lesson 3 - Substitutions Overview

Substitutions (2003)

In the event that an employee needs to temporarily work a different shift from their planned work schedule on a particular day, a Time Administrator can create a shift substitution to allow the modified schedule.

Additionally, if an employee is on a planned work schedule that does not identify the off days because they fluctuate but in no certain pattern, the Time Administrator, or someone in Human Resources, will need to create a shift substitution for the assigned off days each work period. The Time Administrator will use the “OFF” Daily Work Schedule (abbreviated DWS) to identify the employee’s specific days off each week. If this is not done, the employee will appear on the missing time report. Another negative impact is that an employee, depending on the circumstance, may not receive their monthly leave accruals on the day they truly earn them if their shift substitutions are not maintained properly and timely in SCEIS.

A shift substitution involves specifying either a Daily Work Schedule or the individual working times for the shift to be worked. A shift substitution may impact an employee’s pay if a Daily Work Schedule is selected that is shift eligible and the agency authorizes the payment of shift premiums. Therefore, maintenance of the record is very important.

If a substitution is no longer necessary or an employee did not actually work the assigned substitution, the relevant record should be deleted to ensure the additional compensation is not earned. Substitutions can be daily or for weeks at a time. However if for weeks at a time, more than one substitution may be necessary so that days off are not included.

Permanent work schedule changes should be coordinated with Human Resources and completed using infotype seven -Planned Working Time, with the first day of a pay period as the effective date.

PA61 - Substitutions

In order to apply a shift substitution to an employee's schedule, a Time Administrator will use transaction PA sixty-one.

After entering the correct personnel number...

...and selecting the Substitutions infotype,...

...make sure to enter the start and end dates of the substitution in the Period "From" and "To" fields. It is important to enter the correct effective date for the substituted schedule.

For example, if an employee who normally has Saturdays and Sundays off is working a substituted schedule for two weeks (March 2nd through March 15th) with Saturdays and Sundays off, it is a best practice to enter two substitutions—one for each week and include only the work days.

Once you have entered your From and To dates, click the Create button to apply the substitution. This is how your substitutions may look:

Substitution #1 would need to be set up to begin with the Monday workday and end on Friday.

From: March 3rd, 2014 To: March 7th, 2014

Substitution #2 would begin with the next Monday through Friday work period.

From: March 10th, 2014 To: March 14th, 2014

This example indicates that SCEIS should expect time to be entered only on Monday through Friday of each week. SCEIS understands that according to the normal schedule the employee is off on Saturdays and Sundays.

If by contrast one substitution was entered with the "From" date of March 2nd, 2014 and the "To" date of March 15th, 2014, this indicates to SCEIS that the employee will work each day with no days off. Therefore SCEIS expects time or leave to be entered each day, and will display the employee on the missing time report for the two Saturdays and Sundays that are within the timeframe.

Holidays are built into the system, even on Substitutions; therefore include holiday dates in the effective dates of the infotype when applicable. The employee will get Holiday Comp if hours are worked or Holiday pay if no hours are worked.

Substitution (2003) - cont.

Once the detail screen for the substitution appears, click in the Daily Work Schedule field and select the applicable option.

Note that the options contain only the hours and shift that the employee will work for each day, unlike Planned Working Time (Infotype Seven) which includes the work days each week, the number of hours each work day, and the off days.

Substitutions - History

By using “From” and “To” dates, SCEIS creates an historical record for each substitution.

If making a change, it is a best practice to use the overview to ensure you are selecting the correct record. The overview of the substitutions will also help you as you investigate any issues that an employee may be experiencing when entering time and leave or when their pay is not accurate.

<u>Lesson 3 - When to Use Substitutions</u>

Examples

Some situations when a substitution may be necessary include:

- If an employee is normally scheduled to work a day shift, and needs to work either an evening or night shift temporarily.

- If an employee is normally scheduled to work an evening shift, and needs to work either a day or night shift temporarily.

- If an employee is normally scheduled to work a night shift, and needs to work either a day or an evening shift temporarily.

- If an employee is on a flex schedule with no days off identified, substitutions will be needed to identify off days.

- If an employee switches a designated work day with designated off day, but doesn't work the agreed day, a substitution will be needed to allow the employee to enter leave for the agreed work day.

If an employee is on a 4 by 10 schedule and a holiday falls within the work week, the agency can either:

- Allow the employee to use leave for the remaining hours on the holiday,

- Or create a Substitution putting the employee on a 5 by 8 schedule for the holiday week.

In addition to understanding when a Substitution is necessary, it may be helpful to identify those times when a Substitution is not necessary.

Situations in which substitutions are not necessary include:

- The employee is scheduled to work day shift Monday through Friday, 8 hours per day with Saturday and Sunday off. The employee works 11 hours Monday, 5 hours Tuesday, and 8 hours Wednesday through Friday. No substitution is needed because the employee is not working a different shift and total hours for the week are satisfied.

- The employee is scheduled to work night shift 10 hours per day with Friday, Saturday, and Sunday off. The employee has to come into work on Friday after satisfying his weekly working hours. No substitution is needed because the employee is not working a different shift and total hours for the week are satisfied.

- The employee is scheduled to work day shift (not premium eligible) but works 8 hours day and works over 2 hours into the evening shift (premium eligible). No substitution is needed because the time will be entered using code 1000 (for 10 hours) and code 1005 (for 2 hours) to indicate the hours for the two shifts.

Certain situations may arise where a Time Administrator is not sure whether a schedule change is considered temporary or permanent. There is no concrete rule to determine when a change is permanent (in which Planned Working Time would be adjusted) or temporary (in which Substitutions would be applied). Time Administrators along with their agency's Human Resources office have to sometimes make a judgment call. Generally, for example, if a change is for 6 months and will be changed back in 6 months, that is a change to the permanent work schedule and not a substitution.

Lesson 3 - Substitutions & Pay

Premium Pay - Substitutions

Substitutions can affect premium pay in some circumstances.

There are several conditions that must be present before employees may receive premium pay.

The position must be eligible (position infotype 9005), the employee must be assigned the appropriate shift (as per State HR regulations) and the employee must work the eligible shift and have their time entered properly.

To ensure that the proper shift premium is received, a shift substitution for the appropriate day or week can be created. It is an agency decision about when to use Substitutions.

For example:

- An employee who normally works days is asked to work nights next week. The employee's position is defined as Night Premium eligible. A shift substitution ensures that if code 1000 is entered for that week, because of the Substitution to night shift, the employee will be paid night shift premium. However, that is not the only way an employee can be paid premium. For example, if a substitution was not done, the time could have been entered using the code for night shift (1006) for that day. That time code would also ensure (without the use of a Substitution) that the differential pay would have been processed.

- Similarly, an employee who normally works nights is asked to work days next week. His position is defined as Night Premium eligible. A shift substitution ensures that the employee will not receive night shift premium.

It is also critical to delete a substitution if it allowed premium pay for an employee and the employee did not work that shift.

Possible Effects on Pay

Substitutions can also affect an employee's gross semi-monthly salary in certain situations.

Since the system uses the scheduled working hours in a pay period to calculate the appropriate semi-monthly salary, changes in those scheduled hours could possibly alter the results of an employee's salary in a particular pay period.

Similarly, SCEIS uses the scheduled working hours in a pay period to calculate the appropriate deduction for leave without pay hours. The value of an employee's leave without pay could be incorrect if the substitutions are not maintained properly.

Additionally, the system will miscalculate pay if there is a substitution within a certain pay period (the date of substitution can be anytime in the pay period) as well as a line of history in any of the following infotypes that start on dates other than the second or seventeenth of the month:

- Infotype zero – Actions
- Infotype one – Organizational Assignment
- Infotype seven – Planned Working Time
- Infotype eight – Basic Pay
- Infotype fourteen – Recurring Payments/Deductions

If the records in the infotypes must have an effective date other than the second or seventeenth, and the substitution also must remain in the record, an agency pay correction will need to be applied to the record in order to get the employee paid properly for that pay period.

Lesson 3 - Substitutions & Leave

Possible Effects on Leave Accruals

Leave accruals can be affected by shift substitutions as well.

Since SCEIS is using the total number of scheduled hours for the month to calculate the date of the monthly leave accrual, incorrect maintenance of substitutions could cause an employee to earn their monthly annual and sick leave accruals later in the month than they truly earned it.

For example, an employee on a work schedule rule that shows him working 8 hours a day every day of the month has half of his monthly working hours entered and approved by March 17th and should accrue leave on that day. However, the agency has not maintained the proper OFF day substitutions to match his actual schedule. Therefore, he will not receive his accruals until March 24th. This is incorrect, as he should have access to the accruals a full week earlier.

Adding and removing OFF day substitutions on a holiday will also cause the Holiday Comp balance to fluctuate for an employee.

An employee who is scheduled OFF on a holiday will receive Holiday Comp time for that holiday. If the agency applies a substitution to the record after the holiday has passed showing the holiday as a working day for the employee, the system will take back the Holiday Comp. If the employee has already used that leave before the substitution was applied, then a negative Holiday Comp leave balance would result in the Quota Overview.

Additionally, the substitution making the holiday a working day instead of an off day may add Paid Straight Time to an employee’s pay in some cases.

Lesson 3 - Summary

Lesson 3 Summary

Now that Lesson 3 has been completed, you should be able to:

- Determine when to implement a shift substitution,
- Enter and revise a shift substitution,
- And describe potential impacts of substituting a shift, including impacts on premium pay and gross salary.

Lesson 4 - Time Reports

Time Reports will be covered in Lesson 4.

Lesson 4 - Accessing Reports

Access Time and Payroll Reports

A list of reports pertaining to time as well as payroll is available on the SCEIS website at the HR & Payroll menu on the left-hand side of the page,

Go to Publication and Tools...

...and scroll down to the HR/Payroll Reports Tools section.

The list includes:

- A listing of all SCEIS HR/Payroll Reports Available in ECC and BW
- A listing of Key Reports for Payroll Processing
- A SCEIS Agency Payroll Checklist

As a Time Administrator it is especially important to identify the reports in the *Listing of Key Reports for Payroll Processing* section that should be run in order to identify and resolve any issues before the payroll cut-off date.

Time and Payroll

You may also Access the Payroll Calendar via the SCEIS website.

On the left-hand side of the page, mouse over HR & Payroll, then click Resources for Payroll Success.

The Comptroller General's Office Payroll Schedule can be found on this page.

Time Administrators need to pay close attention to the Comptroller General's Office's payroll calendar.

SCEIS will be locked down for changes from about 11 a.m. to 1 p.m. on days designated as blue days. Agencies can make corrections to the current payroll period on these days when SCEIS is not locked for payroll.

The final payroll run will begin on the morning of the first red day and may run through the end of the second red day (or third, if applicable).

Once the final payroll run begins, no further changes can be made to the current pay period information.

Therefore, it is important to make sure that all necessary time and leave information is entered and approved in a timely manner prior to the first red day of each payroll run.

Lesson 4 - Time Reports

Time Reports

The following several slides will provide information regarding time and leave reports that need to be monitored and utilized on a frequent basis.

Information in all of the time reports is updated nightly when the Time Evaluation process runs.

These are key reports that can be run as frequently as every day.

They should be run at least once every payroll period before payroll starts processing.

The **Missing Time Report,** accessed through transaction ZHRMTR, actually includes options for Missing Time, Unapproved Time, and No Time Recorded.

The **Missing Time** option does not include temporaries (the system does not know if time is missing). The report shows where time was expected and has not been entered, or has been entered, but not yet approved for non-exempt and exempt employees.

The **Unapproved Time Report** shows time that has been entered, but not yet approved for non-exempt, exempt and temporary employees.

The **No Time Recorded Report** is also available within this transaction and will report on employees who have not recorded any time for the current pay period only.

The **Display Working Times Report**, accessed using transaction CATS underscore DA, can be run daily, in the morning, to report on all time entered through CATS or the Portal with the appropriate status. If absences are entered on infotype 2001 instead of CATS, you must use the ZHR_ABSENCE_HOURS report to view the leave. Also, if leave is entered in ESS and not approved in MSS, it will not show on CATS underscore DA.

The **Time Evaluation Messages Display** report is accessed using transaction PT underscore ERL zero zero. This report is used to view those employees whose time is not being processed in the nightly Time Evaluation run due to an error in their record in the system. Running this report will help you identify and correct these exceptions soon after they occur.

The **Time Collision Report**, transaction ZHRTCR, is used to view those employees whose leave or time was not able to be posted to the back-end of the system due to an error. The report will provide you with an error message and let you know whether it is a 'Leave Posting' or 'CATS Posting' problem. If it is a 'CATS Posting' error, the Time Administrator can go to the time sheet and make the necessary corrections. If it is a 'Leave Posting' error, the Unapproved Leave Report (ZHRUAL) can be used to locate the leave request that could not post. The Time Administrator may need to communicate with a Leave Administrator if he or she does not have access to the Unapproved Leave report. This report will be updated once Time Evaluation runs overnight.

The **Work Schedule Query**, transaction ZHRWSR, allows you to run a Work Schedule report for multiple employees. Using this report, you can view the Work Schedule Rules, FLSA Work Weeks, and Time Management Statuses for multiple employees at one time in any pay period.

Time Sheet: Time Leveling, transaction CATC, shows no time recorded for non-exempt, exempt and temporary employees **<u>outside</u>** the current pay period. This report is good for researching issues regarding an employee's record in SCEIS, but should not be depended on for ensuring correct pay for the current pay period.

<u>Lesson 4 - Leave Reports</u>

Leave Reports

Although the Time Administrator may not have access to run the following reports, he or she still needs to be aware of what reports are available in SCEIS to assist with proper management of time and leave information. Please communicate with your Leave Administrator to get information from these reports if necessary.

The **Leave Statement Form**, transaction ZHR underscore LEAVE underscore STMT, allows you to see leave an employee has taken by month along with yearly totals. It will also show you monthly beginning balances, accruals, deductions, adjustments, and the monthly ending balance. This is intended to be a snapshot of an employee's leave that has been approved and posted by the end of the month. If there is outstanding leave at the end of the month, the Leave Statement may not be accurate.

Display Absence Quota Information, transaction PT underscore QTA ten, is used to view employee quota balances along with what the employee has been entitled, used, compensated, etc.

The **Infotype 2001 Report,** transaction ZHR underscore ABSENCE underscore HOURS, lists all absences from Infotype 2001 based on the entered selection criteria; it provides absence type, absence type description, hours taken, and the date of the absence for all employees included.

The **Unapproved Leave Report**, transaction ZHRUAL, can be run for multiple employees up to today to see the outstanding requests that have not been approved or rejected for the agency, or for the organizational units for which the user has security access. Taking the word “Sent” out of the “Document status” field and using a personnel number will allow the user to view leave requests that have been sent, approved, or posted through MySCEmployee. This helps to identify the cause of time collisions found on the Time Collision Report.

Lesson 4 - Time/Wage Type Report

Time/Wage Type Report

Time Administrators do have access to a report that will allow them to see what information is being sent to the Payroll module from the Time module.

The **Cumulated Time Evaluation Results: Time Balances/Wage Types** report, transaction PT underscore BAL zero zero, provides employees’ time wage types that are created after the Time Evaluation process runs. For example, if an employee is expected to receive premium pay or overtime wages, a Time Administrator will be able to tell from this report if the appropriate information is being picked up from the records. If any changes are made to the employee’s record, this report will update the next day to reflect the new information.

Lesson 4 - Report Details

Accessing Leave Statements

There are several ways an employee's leave statement can be accessed.

Time Administrators can run the ZHR underscore LEAVE underscore STMT transaction to obtain a leave statement.

Employees can access their leave statement in ESS by going to the My Working Time tab and selecting Leave Statement.

Managers can access a leave statement for their employee in MSS by selecting My Team, General Information. Managers will then select an employee and click Select Leave Statement.

The leave statement will allow the employee to:

- View cumulative leave balances;
- Check totals of all types of leave that have been taken in a month and in a year;
- See leave information for a range of three, six or twelve months;
- Print or save statements for easy reference anytime;
- And find the date used to calculate the employee's rate of annual leave earnings.

The balances on the Leave Statement accessed via ESS and MSS are for the previous month (or months, if selected), not the current month.

The Time Administrator must run a report (the PT underscore QTA ten report) to see current month balances. Remember, the Leave Statement is intended to be a snapshot of an employee's leave that has been approved and posted by the end of the month. If there is outstanding leave at the end of the month, the Leave Statement may not be accurate.

Display Absence Quota Information

You can check an employee's Quota information using the transaction PT underscore QTA10. As previously indicated, employees and managers can view leave balances in MySCEmployee. This report should always be run with "Up to today" as the period. The default layout will appear with the following columns of information.

- **Entitlement**: The number of hours accrued since the employee's start date (or SCEIS go live date) through the most recent pay period.

- **Requested**: The hours requested for leave in <u>future</u> pay periods. The hours are not included in the "Used" column, but they are deducted from the "Total Remaining". At the future date when the hours are used and Time Evaluation runs, the system moves the hours from "Requested" to "Used" but does not deduct them again.

- **Used**: The hours used or taken since the employee's start date (or SCEIS go live date) through the end date in the reporting period.

- **Total Remaining**: Entitlement minus Used minus Compensated to Key Date minus Requested minus Compensated from Key Date.

The following additional columns can be added to the report using the layout “forward slash QUOTA_REP”. To access this layout, choose the option from the search function in the Layout field on the initial screen of the report:

- **Compensated to key date**: The hours paid out to the employee (from infotype four sixteen-Time Quota Compensation).
- **Accounted**: Used by payroll for control and will usually equal “Requested” after payroll has posted.
- **Compensated from key date**: Any infotype four sixteen payouts scheduled in the future.
- **Remaining On Key Date**: Entitlement minus Used minus Compensated to Key Date.

Create a Different Layout

The following information pertains to any SCEIS report:

You can change the way a SCEIS report displays by using the **Layout** feature after you execute the report. The layout buttons may look slightly different depending upon the report that is being executed. A layout is not interchangeable among reports because each report has different selection criteria. Therefore, each report has to have its own unique layout.

The layout can also be saved as part of a variant. Variants were previously discussed in this course.

PT_BAL00

The Cumulated Time Evaluation Results: Time Balances/Wage Types report, or PT underscore BAL zero zero, shows the wage types that time sent to payroll for a pay period or date selected.

As indicated above, if changes are made to the time sheet after the pay period closes, the history of the change is not reflected the next time the report is run after Time Evaluation—only the current data shows on the report.

For example:
The report is run for pay period March 2nd, 2014 through March 16th, 2014...

...and shows that the employee worked overtime on March 15th, 2014.

After the pay period closes, it is discovered that the time entered on March 15th, 2014 was an error—the employee worked only 12 hours that day which equals the employee's target hours.

A correction is made on CATS, approved, and Time Evaluation runs that night. The next day, PT underscore BAL zero zero is run for pay period March 2nd through March 16th, 2014.

The report only shows that 12 hours for March 15th, 2014 was sent to payroll. There is no history or indication that the 12 hours are replacing the previous entry that included the erroneous overtime hours.

Lesson 4 - Summary

Lesson 4 Summary

Now that we have completed Lesson 4, you should be able to:

- Access reports available via SCEIS Human Resources/Payroll modules;
- Generate time reports;
- Access the payroll checklist;
- Explain the concepts for quotas;
- And display absence quota information.

Lesson 4 - Course Summary

Now that you have completed the TM200U course, you should be able to:

- Define key terms and concepts.
- Describe time roles and responsibilities.
- Describe the time administration process.
- Enter, review, and change time in SCEIS.
- Summarize the concepts and importance of planned working times, daily work schedules and other key time factors.
- View and substitute employee work schedules.

- Perform general time reporting, and

- Explain the concepts for quotas.

Lesson 4 - Next Steps

You can access additional support and print step-by-step procedures on the SCEIS uPerform website.

Thank you for participating in our training program. Please fill in the SCEIS Training Completion survey to indicate that you have taken this course.

Thank you for your time and attention.